

Shrewsbury Public Library
Trustees' Meeting
March 25, 2003

Chairman George Strom called the March 25th meeting of the Shrewsbury Public Library Board of Trustees to order at 7:35.

Trustees present were: Joan Barry
Alice Canty
Barbara Carpenter
Carl Larson
Kevin McKenna
Rosemary Rennie

Absent: Carol Cullen
Fran Whitney

Bonnie O'Brien, Library directed attended.

Guests: Mr. Kirk, Sarah Sogigian, Young Adult Librarian

Approve Minutes of Previous Meeting

Mrs. Rennie asked why Mr. Rennie was listed as a guest. Mrs. Carpenter explained that she listed anyone not on the board as a guest. Mrs. Rennie asked that it be noted that Mr. Rennie was present to drive her to and from the meeting.

Motion to accept minutes of February 25th meeting- Carl
Second – Alice
All in favor

Reading of Correspondence

George reported on a letter from the Board of Library Commissioners regarding State Aid. The second half of this year's State Aid was in bringing the total to \$36,457.95.

Bonnie reported on a letter from Vicky Aqua of Shrewsbury Housing Authority thanking Bonnie and Debbie Mayo for their presentation on Outreach services. There were six people at the meeting. Bonnie asked if more bookmarks were needed. Vicky responded that she had not given them out as yet. George suggested that Bonnie follow up on this and

get the notices out. Kevin took exception to this saying that this is not what we expect the Librarian to do.

Monthly report of the Library director

Motion to accept director's report- Joan
Second- Rosemary
All in favor

Sarah Sogigian presentation

Sarah reported on the program that she had had in February. Ramiro, Disc Jockey from Boston, came with 2 interns and prizes for all. An excellent program. The program was scheduled for the Tuesday of February vacation week and unfortunately a snow storm cut down on the attendance. Program held on March 4th. Future plans include Scrapbook making, YA Book chats first will be the Princess Diary featuring a discussion of the differences between the book and movie. Sarah is currently making plans for the Summer reading program. She is trying to line up speakers for the program. She is looking into a person from the Red Sox, the Globe, College Coaches, and movie producers. She reported the YA Board was very happy to be able to use the Mezzanine as a study and get together place. At this time the YA group is 90% girls, but with programs she hopes to even the numbers out a little more. Joan and Kevin suggested that Sarah contacts the coach from Clark University. Kevin suggested a letter from the trustees to the Disc Jockey thanking him on behalf of the Trustees would be a good idea. Gerogre said he would meet with Sarah to see that this was done.

Reports of Committees

Building

Stairway – runner. Fran was going back to Grays to see what they have. Bonnie will call Tom Maguire from Miliken to see what they might have that would blend with other carpets

Ward portrait- being worked on.

Bonnie is in contact with lighting people to determine best lighting for Ward and Howe Portraits.

Courtyard repairs

Bonnie reported that repairs would be done as soon as possible.

Cornice Leak

Bonnie has been in touch with company. They will be coming soon to check problem.

Outreach Services

Covered under correspondence

Policy & Personnel Committee

USA Patriot Act

Bonnie gave a summary of the information she had received about regarding this act. Revision of this that is in Congress. George commented that he had an article about this that we will find to share with the trustees.

Fallon Senior & Edward Jones

Bonnie explained that she had requests to use the meeting room from these groups, but since they are commercial ventures she had held off making a decision until the board had a chance to make their opinion known. After discussion it was agreed that they did not fit our guidelines for use of the room.

Tutoring space charge

Bonnie reported that she had had a call from a town resident asking what the fee was to use space at the Library for tutoring. Discussion centered on whether this was a volunteer or money making activity. It was decided that Bonnie would gather more information before a decision is reached.

Trust/Financial

The report of the funds should be in hand for the April meeting.

Unfinished Business

Building program

George reported the results of the special meeting held March 13, 2003. With five board members present it was voted to consider using Trust funds to write a program and produce architectural drawings for an addition to the present Library. A Second motion carried that would authorize the use of \$25,000.00 from trust funds if the Town agrees to provide \$50,000.00 in the 2004 budget for drawings and program.

Budget for FY'04

Bonnie reported that the Town Manager and Finance Committee have not informed us of final figures as yet.

No Parking Zone designation

Bonnie reported that after discussion with the Police and Fire Chiefs it was felt that a no parking zone rather than a fire lane was what was needed for the old Bookmobile parking area. It was agreed that the no parking zone would be fine along with stripping of handicap areas and the ramp.

Town website/library website

Bonnie suggested that all board members take some time to look at the new website. It contains a great deal of useful information for all. Discussion ensued regarding continuance of the Newsletter. After much discussion pro and con it was decided to table item for next meeting.

New Business

ALA Toronto- June 20-25th

Bonnie reported that the cost of sending one person to the Conference Would be \$1352 for an ALA member or \$1427 for a non-ALA member This cost would include plane, registration and hotel.

Motion to send one full time staff member who had not been before-

Barbara

Second- Kevin

All in favor

Howe Memorial Library – 100th anniversary celebration

Bonnie reported on some of the ideas the staff had to celebrate. They included: Spring Musical program of Jazz music of the era, June celebration of the 50th anniversary of the Tornado, Ted Delinsky program on Teddy Roosevelt, Cake contest, possible float Antique/ Car in Spirit of Shrewsbury Parade. Actual anniversary is mid-week Staff felt the celebration should be Sunday before so as not to conflict with Spirit of Shrewsbury.

Amnesty Week- No Fines- April 6-12,2003- National Library Week

Bonnie asked if the board would be in favor of an Amnesty week for National Library Week. This would be only for overdue items. Amnesty would not cover lost or damaged items.

Motion to have an Amnesty Week-April6-12, 2003- Barbara

Second- Rosemary

All in favor

Time Management software for Internet computers

Bonnie reported on this software that would allow patrons to sign in and access Internet computers saving staff time. George inquired as to cost. Bonnie reported that the cost would be about

\$2,000.00. George asked for more information as to future costs
Bonnie will collect more information on this.

Library Promotion by Board of Library Commissioners- April

Bonnie reported that several Shrewsbury Patrons were being
featured in this promotion and suggested that board members
take a look at it on their computers.

Saturday Hours- summer

Bonnie stated that the staff was preparing the Newsletter and would
like to include the summer hours. After discussion it was decided
to follow the same hours as previous years. Saturday's
9:00 to 1:00 from end of School through Labor Day.

Sunday ending date

Bonnie asked if the board might consider ending Sunday Hours on
Memorial Day Week-end rather than the end of June due to low
circulation and use. It was decided to leave the ending date the
same as it has been.

Motion to adjourn- Carl

Second- Kevin

All in favor

Meeting adjourned at 8:50 PM

Submitted by Barbara A. Carpenter